

**This position is advertised under Delegated Examining Procedures.**

**TITLE, SERIES, GRADE:** LEGAL ASSISTANT (OA/Docketing) GS-986-5/6/7

**SALARY RANGE:** \$29,726 - \$47,864\*

\*Salary range contains multiple steps. In most cases, the salary will be set at the starting step for the grade level qualified.

**TYPE OF APPOINTMENT:** Permanent

**PROMOTION POTENTIAL:** GS-7

**VACANCY ANNOUNCEMENT NUMBER:** 08-NDAL-12-DEU

**OPENING DATE:** 07/11/2008      **CLOSING DATE:** 007/24/2008

**DUTY LOCATION(S):** United States Attorney's Office, Birmingham, Alabama, Administrative Division

**NUMBER OF VACANCIES:** One (1)

**CONTACT:** Human Resources

Phone #: (205) 244-2075

TDD #: (205) 731-1032

**Send your application package to:** United States Attorney's Office, Attn: Human Resources, 1801 4<sup>th</sup> Avenue North, Birmingham, Alabama 35203.

Applications must be received by 11:59 p.m. central standard time on the closing date or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

**WHO MAY APPLY:** All U.S. citizens, including well-qualified surplus and displaced Federal employees in the local commuting area.

**DUTIES:** Performs docketing and legal report development using a computerized case tracking and record-keeping system which provides information used to manage litigation from initial referral to final disposition. Serves as technical expert in docketing and has independent responsibility for maintaining the automated records for criminal or civil cases, or both. Receives and reviews incoming case files and electronic case file (ECF) notices. Analyzes content to determine the nature of the government's interest and cause of action. Determines incoming cases or legal actions requiring special handling, e.g., civil cause of action, criminal program category, or civil disposition, and makes the appropriate referral prior to coding and data entry. Reviews recurring reports, e.g., weekly report of new claims, matters, and cases, and any special statistical reports to respond to inquiries. Receives telephone calls on case status from client agencies, the courts, private attorneys, individuals, and employees either within this office or in city, county and state offices. Provides ongoing instruction on docket processing requirements,

and trains new employees in the docket function. Provides a variety of written documents and materials utilizing a wide range of office automation applications. For example, assignments may include integrating output from different software types, e.g., tables produced by database applications, and charts and graphs produced by electronic spreadsheet applications, into word processing or desk top publishing text. Work products include complicated tables, graphs and charts which may be incorporated into legal documents or courtroom presentations. Performs other related duties as assigned.

## **GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

**1. QUALIFICATION REQUIREMENTS** - Applicants must meet the qualification requirements outlined in the United States Office of Personnel Management Qualification Standards Handbook for General Schedule Positions. To qualify for the **GS-5** level, applicants must have one year (52 weeks) of specialized experience equivalent to the next lower level (GS-4) in the Federal service or have four years of education above high school. To qualify for the **GS-6** level, applicants must have one year (52 weeks) of specialized experience equivalent to the next lower level (GS-5) in the Federal service. There is no education requirement for the GS-6 level. To qualify for the **GS-7** level, applicants must have one year (52 weeks) of specialized experience equivalent to the next lower level (GS-6) in the Federal service. There is no education requirement for the GS-7 level. Specialized experience is that which is related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities necessary to successfully perform the duties of the position. Specialized experience includes a knowledge of litigation processes, court proceedings, as well as legal documents, terminology, and procedures to recognize a case status and to analyze case files and other source documents.

**To be qualified, you must type at least 40 words per minute and include your typing speed on your resume/application.**

Applicants must meet all requirements by the closing date of the announcement.

**2. EVALUATION METHOD** - If you are basically qualified, your resume and responses to the following Knowledge, Skills and Abilities will be compared to a Rating Schedule/Crediting Plan to determine the extent and quality of your experience, education, and training as it relates to the position. The numeric rating you receive will be based on the degree to which your background matches the Knowledge, Skills, and Abilities required to perform the duties of this position. Additional points for verified veteran's preference will be added to your numeric rating, if appropriate. The most highly qualified applicants will be referred for interviews.

### **Knowledge, Skills and Abilities (KSAs):**

1. Knowledge of litigation processes and court proceedings to recognize a case status and to analyze case files and other source documents.
2. Ability to accurately input data into a database utilizing existing guidelines to accurately code case status.
3. Ability to plan, organize, prioritize, and work independently.
4. Skill in the use of office automation hardware/software to input data and produce documents.
5. Ability to effectively communicate in order to respond with staff and non-staff members.

**Applicants will be rated on the information provided; therefore, you are encouraged to address your experience, education and/or training related to the KSAs separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.**

**3. HOW TO APPLY -** Applicants should submit the following:

– **Optional Application for Federal Employment (OF-612)**, or a **resume**, or any **other written format** that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The OF-612 and other information about applying for a Federal job is available from the USAJOBS information system through the website at:  
<http://www.usajobs.opm.gov/forms.htm>.

– **Responses to the Knowledge, Skills, and Abilities** as described in section 2.

**4. ICTAP AND/OR CTAP CANDIDATES -** To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more on the rating criteria for this position; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

**5. VETERANS' PREFERENCE -** Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

**6. AGENCY REQUIREMENTS AND INFORMATION -** If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

**Completion of a one-year probationary period may be required.**

## **7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.